

Medical Services

Treatment of Emergent and Non-emergent Civilian Patients

**Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
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Unclassified

SUMMARY of CHANGE

MEDDAC MEMO 40-2

Treatment of Emergent and Non-emergent Civilian Patients

Specifically, this revision—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.
- o Changes the title from Treatment of Civilian Emergency Patients.
- o Changes the purpose statement to reflect that the memorandum also pertains to non-emergent civilian patients (para 1-1).
- o To reflect the full scope of chapter 2, the chapter’s title has been changed from “Administration and Treatment of Civilian Emergency Patients” to “Administration and Treatment of Emergent and Non-emergent Civilian Patients”.
- o Adds new paragraph 2-3, regarding the non-emergency medical treatment of DOD civilians. The former paragraphs 2-3 through 2-7 have been redesignated 2-4 through 2-8.

Medical Services

Treatment of Civilian Emergency Patients

FOR THE COMMANDER:

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iginally published on 1 December 1989.

Summary. This memorandum prescribes policies and procedures for providing emergency medical treatment to civilians at Kimbrough Ambulatory Care Center (KACC).

Applicability. This memorandum applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) (that is, KACC).

Proponent. The proponent of this memorandum is the Chief, Patient Administration Division (PAD).

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-PAD, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@amedd.army.mil.

Distribution. Distribution of this memorandum is by electronic medium only.

History. This is the fourth revision of the memorandum, which was or-

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* This publication supersedes MEDDAC Memo 40-2, dated 1 October 2001.

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Glossary

Chapter 1

Introduction

1-1. Purpose

The purpose of this memorandum is to establish responsibilities, policies and procedures relative to providing emergent and non-emergent medical care to civilian.

1-2. References

Required and related publications are listed in appendix A. Prescribed and referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this memorandum are explained in the glossary.

1-4. Responsibilities

- a. *Attending physicians.* Attending physicians will determine whether or not an emergency exists and will provide the necessary medical care dictated by the situation.
- b. *The Chief, PAD.* The Chief, PAD will ensure that all administrative procedures for the treatment of civilian emergency patients, to include determining eligibility for treatment and billing of medical services received IAW AR 40-400 and AR 40-330. (The term “civilian emergency patient” is explained in the glossary.)

Chapter 2

Administration and Treatment of Emergent and Non-emergent Civilian Patients

2-1. Use of MEDDAC Form 127 or MEDDAC Form Letter (FL) 14

- a. MEDDAC Form 127 (Acknowledgement of Charges for Treatment Rendered by Kimbrough Ambulatory Care Center) will be completed and signed by the patient if the patient is at least 18 years of age and able to sign the form. If the patient is under 18 years of age, or due to the injury or illness is unable to sign the form, the spouse, parent, guardian or significant other will be required to complete and sign the form on the patient’s behalf. Completion of the form is self-explanatory.
- c. MEDDAC FL 14 (Application for Medical Treatment) may be used in lieu of MEDDAC Form 127. Completion of the form is self-explanatory.

2-2. Civilians, not eligible for care, seeking other than emergency medical treatment

Civilians who are not eligible for care IAW AR 40-400, who are seeking other than emergency medical treatment, will be initially triaged and be read the following statement: “You will be responsible for the charges of the evaluation to determine if emergency treatment is required. Military medical treatment facilities can only treat civilians in true emergencies.”

2-3. DoD civilians seeking other than emergency medical treatment

DoD civilians who seek other than emergency medical treatment will be referred to the Occupational Health Clinic for appropriate documentation prior to being treated in a primary care clinic.

2-4. DoD civilian contract employees seeking other than emergency medical treatment

DoD civilian contract employees are not authorized treatment under the Army's Occupational Health Program; therefore, paragraph 2-2, above, applies to them.

2-5. Disposition of the patient after being treated

Whenever medically possible, after initial medical care is received, the patient will be referred to his or her own private physician, a civilian hospital, or other disposition as directed by the attending physician.

2-6. Follow up treatment of civilian emergencies

Civilian emergency patients are not authorized follow up treatment and will be instructed not to return to KACC.

2-7. General patient administration guidance

During normal duty hours, PAD will furnish guidance as requested that is relative to patient eligibility, disposition and administration.

2-8. Collection of fees

The Uniform Business Office (Third Party Collections) will process the billing and/or collection of fees for medical services rendered as set forth in AR 40-330.

Appendix A References

Section I Required Publications

AR 40-330

Rate Codes, Expense and Performance Reporting Systems, Centralized Billing, and Medical Services Accounts. (Cited in paras 1-4 and 2-7.)

AR 40-400

Patient Administration. (Cited in paras 1-1, 1-4 and 2-3.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 310-25

Dictionary of United States Army Terms

AR 310-50

Authorized Abbreviations, Brevity Codes, and Acronyms

Section III Prescribed Forms

MEDDAC Form 127

Acknowledgement of Charges for Treatment Rendered by Kimbrough Ambulatory Care Center

Section IV Referenced Forms

MEDDAC FL 14

Application for Medical Treatment

Glossary

Section I Abbreviations

DoD

Department of Defense

IAW

in accordance with

KACC

Kimbrough Ambulatory Care Center

MEDDAC

U.S. Army Medical Department Activity, Fort George G. Meade

PAD

Patient Administration Division

Section II Terms

Civilian emergency patient

A person who has no entitlement by law to receive medical benefits at a DoD medical facility, and seeks emergency medical care which is deemed necessary by a competent medical authority to prevent undue suffering and or loss of limb or sight. DoD civilian contract employees, because

they are not covered under the Army's Occupational Health Program, are not included in this category of patient.